

# THE CITY OF CARLSBAD

INVITES YOU TO APPLY FOR

## FINANCE/BUDGET MANAGER



**Salary Range:**  
**\$80,700 - \$111,000**  
**Plus Excellent Benefits**  
**Open Until Filled**

### THE COMMUNITY

The City of Carlsbad, California is a unique coastal community located 30 miles north of San Diego on seven miles of beachfront, surrounded by mountains, lagoons and the Pacific Ocean. Despite its fairly rapid growth, it retains a friendly small-town atmosphere.

Recent successes include the Legoland theme park and a Four Seasons Resort. Carlsbad's success is not accidental. It is the result of an award winning growth management plan, an excellent tax base, stable political leadership, and an excellent management team. The City has a population of 101,000.

The City incorporated in 1952 as a General Law City; however, the community's history dates back more than a hundred years. Carlsbad residents enjoy the benefits of a full service City, including its own fire and police departments, library, utilities and water services departments.



### THE DEPARTMENT

The Finance Department's responsibilities include the administration of the annual budget, accounting and preparation of the annual financial statements, assessment districts, debt issuances, business license taxes, purchasing, utility billing, cashiering and long range planning.

The Finance Department has been recognized with multiple awards of excellence from The California Society of Municipal Finance Officers and The Government Finance Officers Association.

### ABOUT THE POSITION

The Finance Department is seeking a highly motivated individual with strong managerial and analytical skills to assist in planning, organizing and managing the budgetary functions for the City. This position will supervise an analyst and reports directly to the Finance Director.

Primary duties include managing the city-wide process for both the capital and operating budgets, interpreting budget policies, reviewing and analyzing departmental budgets and making recommendations to senior management. This position will also be responsible for coordinating, preparing and presenting information to senior management, City Council and other groups as needed.

Other duties of the position will be to administer and manage the City's tax revenue base including compliance with the tax ordinances, as well as to administer assessment districts along with related debt issues

This is an outstanding opportunity for a confident individual who enjoys working with others in a consensus-building atmosphere and is comfortable in presenting information to large groups of people.

**This is an at-will management position.**

### THE IDEAL CANDIDATE

A Bachelors degree in Accounting, finance or related discipline, three to five years of professional governmental accounting or municipal finance experience and two years of budgeting experience. Additionally, an ideal candidate:

- Is comfortable speaking in public and making presentations
- Confident in their abilities, recognized as a leader in their organization
- Enjoys working in a fast-paced, change-oriented environment
- Has excellent problem-solving and decision-making abilities
- Enjoys working in teams and across department boundaries
- Possesses excellent computer skills and learns new applications easily
- Is well-organized and can manage multiple tasks and projects
- Possesses strong customer service skills
- Is flexible to work evenings and weekends as necessary

**Experience and Education:** A typical way to obtain the required knowledge and abilities would be equivalent to a bachelor's degree in accounting, finance, economics, public administration, business administration or a related field; three to five years of professional-level experience within a large accounting or governmental finance department; and one to two years of supervisory experience within a large accounting or finance department.

**TYPICAL DUTIES**

- Recommend, administer and monitor departmental budgets and year-end requirements
- Supervise, mentor and develop staff in functional areas within Finance
- Review, evaluate and improve internal processes and internal controls
- Set goals and objectives and assess performance
- Ensure compliance of applicable municipal codes



**SUPPLEMENTAL  
QUESTIONNAIRE**

**Instructions:** On a separate sheet of paper or via the online application, please indicate what background, education or experience best demonstrates your ability in all of the following areas.

1. Government Budgeting and Accounting
2. Managing a large project and the keys to success
3. Developing a high performing team

Finance Department Mission:

Our mission is to ensure that the City of Carlsbad makes sound financial decisions. We take pride in accomplishing this mission by utilizing our chief values: maintain individual and departmental credibility; work together as a team while respecting each other's differences; and consistently strive to go above and beyond expectations.



CITY MISSION STATEMENT

Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work and play in Carlsbad.

**APPLICATION PROCEDURE**

Please submit an application, resume and supplemental application at your earliest convenience to be considered for this position. Those applicants considered most qualified will be invited to continue further in the selection process, which may consist of written, interactive and/or one or more oral examinations.

**Resume:** In addition to the City of Carlsbad Job Application and supplemental questionnaire, please submit a detailed resume that outlines your experience in the finance field, any experience you have in budgeting and/or debt management.

Please include an active e-mail address in your application/resume that we will be able to utilize in our communications with you throughout the selection process.

Submit application & resume to:  
Human Resources Department

City of Carlsbad  
1635 Faraday Ave  
Carlsbad, CA 92008  
Phone (760) 602-2440  
Fax (760) 602-8554  
Job Line (760) 602-2480  
E-mail: [hr@ci.carlsbad.ca.us](mailto:hr@ci.carlsbad.ca.us)

**First application review: April 21, 2008**

**Salary Range \$80,700 - \$111,000**

Management compensation includes base pay plus incentive pay program. Also:

- 3% @ 60 CalPERS retirement
- Health benefits (medical/dental/vision) through CalPERS health program
- Flexible spending account
- Deferred compensation
- Executive leave program
- Paid holidays, vacation, & sick leave
- Life insurance
- Interest-free computer loans

**For more information on the City of Carlsbad ,visit our website :**  
[www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)

**EQUAL OPPORTUNITY EMPLOYER**

*The provisions of this bulletin do not constitute an expressed or implied contract. Any of the provisions contained in this announcement may be modified or revoked without notice.*

